

Subject: All CPF E-Mail - Mini Open Season
Sent: Thursday, 8 August 2002

The purpose of this E-mail is to advise you that effective 31 Aug 02 Amcare Health Plans, enrollment code "ZX" will no longer participate in the Federal Employees Health Benefits (FEHB) Program. The Office of Personnel Management (OPM) in their Benefits Administration Letter (BAL) Number 02-208 dated 7 Aug 02 authorized a special open enrollment period (mini-open season) to provide affected employees the opportunity to change their enrollment to another participating plan. The opportunity to change enrollment begins immediately and will continue through 24 Aug 02. The effective date of all enrollment changes will be the beginning of the pay period in which the enrollee makes the change, the earliest effective date being 11 Aug 02 and the latest 25 Aug 02.

There are 619 employees enrolled in Amcare. The bases and number of employees affected are Tinker (609), Altus (3), Langley (2), Pentagon (2), Ramstein (1), Holloman (1), and Vance (1). BEST will notify each affected employee by mailing them a personal letter to their home address. BEST will monitor employees covered by Amcare to ensure they have elected a new plan prior to 25 Aug 02. Due to the short timeframe to make new elections, OPM has authorized the acceptance of belated enrollments; however, the effective date of any election can be no later than 25 Aug 02.

If you receive inquiries regarding the "special open enrollment," please direct employees to our toll-free BEST telephone number, 1-800-997-2378 or 527-2378, if calling within the San Antonio, Texas area. Please remind employees that this benefit change must be made through the BEST automated system by telephone. To make a new enrollment, **employees must speak to a Benefits Counselor**. Benefits Counselors are available Monday through Friday, 7:00 am - 7:00 pm Central Standard Time.

As always, we appreciate your support.

Chief, Special Operations Division
Air Force Personnel Center

8 Aug 02

MEMORANDUM FOR EMPLOYEES CURRENTLY ENROLLED IN AMCARE HEALTH PLANS

FROM: HQ AFPC/DPCMB
550 C Street West Suite 57
Randolph AFB TX 78150-4759

SUBJECT: Special Open Enrollment Period - Amcare Health Plan Enrollees, Enrollment Code ZX

Our records reflect you are currently enrolled in the Amcare Federal Employees Health Benefits Plan, Enrollment Code ZX. Amcare will no longer participate in the Federal Employees Health Benefits (FEHB) Program. The Office of Personnel Management (OPM) has authorized a special open enrollment period to provide affected employees the opportunity to change their enrollment to another participating plan. The opportunity to change your enrollment begins immediately and will continue through 24 Aug 02. Coverage under your new plan will be effective the beginning of the pay period in which you make the change, the earliest being 11 Aug 02 and the latest, 25 Aug 02.

You may obtain copies of the 2001 Federal Employees Health Benefits (FEHB) Guide and health plan brochures from the OPM's web site at <http://www.opm.gov/insure>. The FEHB guide contains a comparison chart that provides general information about each plan and shows the biweekly premium rates. Do not rely solely on the FEHB Guide when deciding to enroll in a specific plan, but consult the plan's brochure for a complete description of benefits.

To make an election, you will need the enrollment code of the plan you have selected, and if your enrollment is for self and family coverage, you will need each eligible family member's SSN, date of birth, and zip code. In addition, if you, your spouse or other family members have any other group health insurance other than the FEHB plan you are enrolling in, please have available the name of the group health insurance and the policy holder of the plan.

You will make your FEHB change in enrollment through the Benefits and Entitlements Service Team (BEST) automated system by telephone. Please call our toll-free BEST telephone number at 1-800-997-BEST (2378), and speak to a Benefits Counselor. Benefits Counselors are available Monday through Friday, 7:00 am - 7:00 pm Central Standard Time.

Chief, Benefits and Entitlements Branch
Special Operations Division
Directorate of Civilian Personnel Operations